

Financial Assistance Award

DENALI COMMISSION

510 L Street, Suite 410
Anchorage, Alaska 99501
(907) 271-1414 (phone)
(907) 271-1415 (fax)
www.denali.gov

Award Number

01275-00

Award Title

Pre-Development Program FY2010

Performance Period

April 1, 2010 through March 31, 2011

Recipient Organization & Address

FORAKER GROUP, THE
161 Klevin St Ste 101
Anchorage, AK 99508-1506

Authority
112 Stat 1854

CFDA Number
90.100

Denali Commission Finance Officer Certification

Ms. Jennifer Price
08/12/2010

Phone: 907-743-1200**Recipient DUNS # 087135260**

TIN # 920177787

Cost Share Distribution Table

Accounting Code	New Funding		Prior Period Funding		Total
	Denali Commission	Other Contributors	Denali Commission	Other Contributors	
95670000	\$150,000.00		\$0.00		\$150,000.00
	\$0.00		\$0.00		\$0.00
	\$0.00		\$0.00		\$0.00
	\$0.00		\$0.00		\$0.00
	\$0.00		\$0.00		\$0.00
		\$0.00		\$0.00	\$0.00
		\$0.00		\$0.00	\$0.00
		\$0.00		\$0.00	\$0.00
		\$0.00		\$0.00	\$0.00
		\$0.00		\$0.00	\$0.00
Total	\$150,000.00	\$0.00	\$0.00	\$0.00	\$150,000.00

This Financial Assistance Award approved by the Federal Co-Chair of the Denali Commission constitutes an obligation of federal funding.

Award Conditions to the Financial Assistance Award between the Denali Commission and The Foraker Group for the Pre-Development Program, Award No. 01275

Continued on the following pages.

Signature of Authorized Official - Denali Commission

Electronically Signed

Typed Name and Title

Mr. Joel Neimeyer
Federal Co-Chair

Date _____

08/11/2010

AWARD ATTACHMENTS

FORAKER GROUP, THE

01275-00

1. Award Conditions - Pre-Development Program
2. Annual Work Plan for the Pre-Development Program

***Award Conditions to the Financial Assistance Award
Between the Denali Commission and The Foraker Group
For the Pre-Development Program
Award No. 01275
April 2010***

1. Scope of Work

This Agreement with The Foraker Group (TFG) pertains to the Denali Commission's (Commission's) financial contribution to project pre-development activities through the collaboration defined in the July 21, 2006 Memorandum of Understanding for a Pre-Development Program, later revised on April 20, 2010.

As outlined in the *Memorandum of Understanding*, the Commission, the Rasmuson Foundation, the Alaska Mental Health Trust Authority, the Matsu Health Foundation and the Foraker Group agreed to provide pre-development services on behalf of the partnering agencies to partnering agency clients.

Pre-development services assist clients in planning for successful capital projects. The Pre-Development Program makes a wide variety of services available to participants based on the specific needs of the organization. Assistance may be limited to general consultation or cover a full gamut of varying levels of technical assistance, depending on the capacity of the organization. Technical assistance can include classes, and consultations relating to: site evaluations, architectural space, right sizing of structures, various planning and zoning issues, code and condition surveys and realistic appraisals of cost estimating.

In addition to providing technical assistance on specific Denali Commission projects, the Pre-Development Program will provide the following services under this award:

- Facilitate collaboration with other funders through a shared project development process. Routine reports will keep all the funders informed on project progress and opportunities for collaboration.
- Leveraging of funds and information between the Denali Commission and the other Pre-D funding partners through communication and targeting of projects of strategic interest to all the funders.
- Piloting of processes and programs. In FY 2010 these will include development of a cost-effective design/build approach for smaller projects and educational opportunities for Denali Commission staff on green design principles.

For purposes of this award, the Commission commits \$150,000 toward pre-development activities. Activities, scope and budgetary requirements are specifically outlined in the FY11 Pre-Development Work Plan, *attached*.

All Commission funding is intended for use for the scope of work identified in the Award document only. Any balance of funds remaining after the full scope of work has been completed will be returned to the Denali Commission.

2. Milestones

The following milestones are identified as the major steps to be completed as part of the project. “Planned” dates for the first milestone are included here. As part of each progress report, recipients shall update the progress toward meeting these milestones (see section 7, Reporting).

See the attached Work Plan Schedule for specific activities to be accomplished within the fiscal year. Progress on these activities will be reported quarterly.

Milestone	Planned		Actual		Units	Total Cost At Completion
	Start Date	End Date	Start Date	End Date		
Complete FY10 Activities	4/1/10	3/31/11			0	\$0.00
Project Close-out	4/1/11	6/1/11			0	\$0.00

3. Award Performance Period

The Award performance period is April 1, 2010 through March 31, 2011. This is the period during which Award recipients can incur obligations or costs against this Award.

4. Direct and Indirect Costs

The cost principles of OMB Circular A-122 are applicable to this Award. No indirect costs are allowable under this award. Please refer to the cost principles regulations for specific details on other allowable charges under this Award.

5. Budget and Program Revisions

The Administrative Circular, 2 CFR Part 215 (formerly OMB A-110), applies to this Award. Please refer to the Administrative Circular for specific details on revisions to this Award. The Administrative Circular requires that The Foraker Group will inform the Commission in writing (e-mail, letter, or report) at the earliest possible date of any unanticipated project cost overrun, project schedule delays, or changes in the project scope or changed site conditions.

6. Payments

Payments under this Award will be made by electronic transfer in response to a “Request for Advance or Reimbursement”, Standard Form 270 (SF-270) submitted by the The Foraker Group. Requests for reimbursements may be made as needed. The SF-270 must be submitted to the Denali Commission via fax, e-mail (finance@denali.gov) or mail in order for payment to be processed. The form is available on the OMB website: http://www.whitehouse.gov/OMB/grants/grants_forms.html. Payments shall be made in

accordance with 2 CFR Part 215. Please contact the Denali Commission's Finance Specialist at (907) 271-1414 for further information about submitting this form. **No interest will be accrued on these funds.**

7. Reporting

Two forms of project reporting are required under this Award, listed below. The Foraker Group shall submit reports using the Denali Commission's on-line Project Database System, available at www.denali.gov. If there are technical limitations which may prevent the recipient from meeting this requirement, please contact the Program Manager listed in this agreement.

- a. **Progress Reports** shall be submitted on a quarterly basis. The first reporting period is April 1, 2010 to September 30, 2010, and quarterly thereafter. Reports are due within 30 days of the end of the reporting period. Progress reports shall include the following:
 - i. Total project funding, including both Denali Commission funding and other project funding sources.
 - ii. The total project expenditures for the project as of the end of the reporting period, including both Denali Commission and Other funding sources.
 - iii. Updated schedule and milestone information as identified in the Scope of Work
 - iv. Narrative summary of the project status and accomplishments to date, and address the following questions: is the project on schedule, is the project on budget, and what actions are planned to address any project problems.
 - v. **Non-Construction Projects** For minor repair and renovation projects or other non-construction projects, pictures should be provided of before and after, or photos that are representative of the funded activity, to the extent possible. Photos shall be provided in a digital format as part of the on-line report. A short description of the activity and names of those in the photos shall also be provided.
- b. **Federal Single Audits** shall be submitted annually, when required. In accordance with OMB Circular A-133, which requires [subpart 200] "Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of this part [subpart 205]. The determination of when an award is expended should be based on when the activity related to the award occurs."

Recipients shall also submit single audits to the Federal Clearinghouse as designated by OMB. Information can be found on the following web-site:

<http://harvester.census.gov/sac/>

8. *Project/Award Close-Out*

The project close-out report shall be completed within 90 days of the end of the Award performance period or within 90 days of the completion of the project, whichever is earlier. Recipients must also draw down any remaining funds for expenditures incurred under this award during this 90-day period.

The project close-out report shall be submitted on-line through the Denali Commission's on-line Project Database System, available at www.denali.gov. The project close out will require the recipient to submit the following information:

- a. Final data for each item listed in paragraph 7(a) "Progress Reports"
- b. Final project expenditures itemized by the following categories: planning & design; materials & equipment; freight; labor; project administration/overhead and other expenses.
- c. Acknowledgement of support: For all non-construction projects, the Award recipient shall include an acknowledgement of the Government's support for the project(s) developed under this Award. The format for acknowledgement of the Government's support for non-construction awards will vary with each award and must be agreed upon between the Award recipient and the Denali Commission Project Manager. Acknowledgement consists of full recognition of the Denali Commission by the inclusion of the Denali Commission's name and logo on all promotional, educational and print material for this program. Costs associated with this requirement shall be paid out of the project funding received by the Award recipient from the Denali Commission.

9. *Public Policy Laws and Assurances*

Award Recipients are required to comply with the public policy laws and assurances on Standard Forms SF 424b (non-construction projects). This form must also be signed by a certifying official of the organization. Some of the laws are highlighted below for your reference.

To the maximum extent practicable, considering applicable laws, Funding Recipients shall accomplish the project contemplated by the Award using local Alaska firms and labor.

No portion of this award may be used for lobbying or propaganda purposes as prohibited by 18 U.S.C. Section 1913 or Section 607(a) of Public Law 96-74.

Project level environmental reviews in accordance with the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA) are required for each project undertaken with Denali Commission funds.

10. Non-Compliance with Award Conditions

Recipients not in compliance with the terms and conditions of this Financial Assistance Award will be notified by the Denali Commission. The Denali Commission will work with the recipient to identify the steps necessary to bring them back into compliance, and will establish an appropriate time frame for the corrections to be made. If the corrections have not been made by the deadline, the Denali Commission reserves the right to either suspend or unilaterally terminate the Financial Assistance Award for non-performance.

11. Program Manager, Financial Manager & Other Contact Information

Denali Commission	The Foraker Group
Sharon Lind Denali Commission Program Manager 510 L Street, Suite 410 Anchorage, AK 99501 Phone: 907-271-1767 Fax: 907-271-1415 E-mail: slind@denali.gov	Chris Kowalczewski The Foraker Group Program Manager 161 Klevin Street, Suite 101 Anchorage, AK 99508 Phone: 907-743-1203 Fax: 907- 276-5014 Email: ckowalczewski@forakergroup.org
Betty Sorensen Grants Administrator 510 L Street, Suite 410 Anchorage, AK 99501 Phone: 907-271-3415 Fax: 907-271-1415 E-mail: bsorensen@denali.gov	Mike Walsh Vice President of Operations 161 Klevin Street, Suite 101 Anchorage, AK 99508 Phone: 907- 743-1200 Fax: 907- 276-5014 Email: mwalsh@forakergroup.org



Annual Work Plan for the Pre-Development Program For FY 2011

In accordance with the Memorandum of Understanding, as amended, between The Foraker Group, the Denali Commission, the Alaska Mental Health Trust Authority, the Rasmuson Foundation, and the Mat-Su Health Foundation (the Partners), this document outlines the goals and the tasks for the Pre-Development Program for Fiscal Year 2011 (July 1, 2010 to June 30, 2011).

- I. Goal Statement:** The purpose of the Pre-Development Program is to present the Partners with capital projects that have been professionally and thoroughly reviewed for organizational capacity, program worthiness, appropriateness of size and site, sustainability, reasonable cost, and achievable funding plan. The Partners will be provided with the information needed for their respective determinations that a project is “ready to fund” and “worthy of funding”.
- II. Roles and Responsibilities:** The Pre-Development Program will oversee the process by which projects are evaluated and provided assistance. In general, the Partners’ Program Officers will be responsible for providing the evaluations and recommendations on organizational capacity, program planning, and financial feasibility. The Pre-Development Program staff will have primary responsibility for evaluation and recommendations on site and facility planning. A full description of the assigned responsibilities will be found in the “Pre-Development Process Responsibility Matrix” in Appendix A.
 - A. The Presidents/CEOs of the Full Partners will meet at least once annually to review and approve the Work Plan. Meetings will be held quarterly, if possible. The meetings will be chaired by a Partner, with the chair rotating on an annual basis. Representatives of Affiliate Partners may attend the Annual Meeting on a non-voting basis.
 - B. The Oversight Committee is comprised of a Project Officer/Manager from each of the Full Partners. The OSC is responsible for selecting the projects for inclusion in the Pre-D Program, overseeing Program operations, and recommending Program direction to the Partners. The OSC will meet on at least a quarterly basis.

III. Project Priorities for FY 2011: Projects will be selected for inclusion in the Pre-Development Program based on the extent to which they meet the following criteria:

- The project is sponsored by two or more of the funders
- The organization has demonstrated the capacity to be successful in carrying out the project.
- The organization has shown commitment to the project
- Special circumstances exist such as natural disasters or time limited funding opportunities.
- The project belongs to a “cohort”. In FY 2011 the recognized cohorts are clinics, libraries, projects serving the Mat-Su Borough, and supported housing for special needs populations (e.g. senior housing).

IV. FY2011 Task List

A. Training

1. **Quarterly Workshops** on the pre-development process, selecting design teams/contractors, green design, and capital fund raising. The workshops will be included on The Foraker Group class schedule and will be available to any interested organization whether they have been accepted into the Pre-Development Program or not. Organizations accepted into the Program could be required to take the workshop. The workshops will be offered as Go To Meetings to make them accessible throughout the State. *Target Dates: October, January, April*
2. **Partner's Program Officers Meetings** with Pre-Development staff on at least an annual basis.
3. **Capital Campaign Workshop for Specific Sectors** on at least an annual basis.
4. **Contractors Session** on the Pre-Development Program, its goals, and its values. *Target Date: Within one month of adding contractors.*
5. **Funders' Forums** *Target Dates: November, January*

B. Reporting/Project Tracking

1. Keep the Partners informed through monthly email reports and quarterly meetings. *Quarterly Meeting Target Dates: July, October, January, April*

2. Keep the Partners informed on project information by maintaining a project list that includes projects going through the application process and potential projects as well as those on the priority list. *Update Monthly*
3. Provide quarterly updates and discussions on project progress with the Partners Program Officers.

C. Guidelines and Procedures:

1. Implement a routine, web based, survey of clients and partners to measure their level of satisfaction with the Pre-Development Program. *Target Date: Semi-annually*
2. Improve the process for monitoring project progress and communicating with project participants. *Target Date: September*
3. Estimate the value of the Pre-Development Program in terms of costs and benefits. *Target Date: September.*
4. Document the experience of selected Pre-D organizations with capital campaigns as a guide to other organizations. *Target Date: November*

D. Establish Relationships to Strengthen the Program:

1. Meet with USDA and AHFC staff to strategize means of coordinating on projects. *Target Date: September*
2. Bring on at least one more Partner to contribute to Program revenue. *Target Date: June*
3. Explore options for working with the Paul G. Allen Foundation, the Murdock Charitable Trust, and other foundations to leverage funding for Pre-Development projects. *Target Date: June*
4. Continue to investigate opportunities to work with the State Administration and Legislature on capital project recommendations. *Target Date: June*

V. Budget

The four funding partners have agreed to provide an equal share of the core operating expenses of the program. The remainder of the award amounts will be utilized for project related expenses. The income budget will include \$50,000 from sources other than the four funding partners.

AGREED:


Jeff Jesse, CEO
Alaska Mental Health Trust Authority

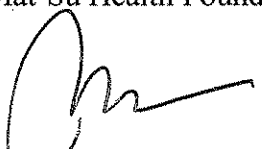
8/4/10
Date

 on behalf of:
Joel Neimeyer, Federal Chair
Denali Commission


7-28-10
Date


Elizabeth Ripley, Executive Director
Mat-Su Health Foundation

8/03/10
Date


Diane Kaplan, President
Rasmuson Foundation

7-29-10
Date


Dennis McMillian, President
The Foraker Group

8/04/10
Date

APPENDIX A

Pre-Development Process Responsibility Matrix

	Funding Agency Program Officer	Pre-Development Program	Foraker Group	Financial Consultant	Program Consultant	Site/Facility Consultants
Organizational Issues						
Project Supports Core Mission	■	□	●			
Board Supports Project	■	□	●			
Staff Resources Adequate	■	□	●	●		
Organizational Financial Sustainability	■	□	●			
Collaborations Formalized	■	□	●			
Program Issues						
Definition of Services	■	□			●	
Needs Assessment	■	□			●	
Staffing	■	□			●	
Functional Program	■	□			●	
Program Operational Costs	■	□		●	●	
Facility Operational Costs	■	□		●	●	
Site and Facility Issues						
Zoning/Permitting		■				●
Site Survey		■				●
Soil Studies		■				●
Real Estate/Legal		■				●
Utilities		■				●
Access/Parking		■				●
Environmental		■				●
Archeological		■				●
Site Layout		■				●
Code and Condition		■				●
Space Program		■				●
Concept Plans		■				●
Construction Cost Estimate		■				●
Project Cost Estimate		■				●
Financial Issues						
Program Revenue	■	□		●	●	
Program Expenses	■	□		●	●	
Project Funding	■	□	●			
Project Budget	■	□				●
Key						
Primary Responsibility	■					
Technical Assistance	●					
Support/Process Oversight	□					